



PRELIMINARY INFORMATION FORM (PIF) for ARCHAEOLOGICAL SITES

Instructions

The Preliminary Information Form (PIF) for Archaeological Sites constitutes an application for preliminary consideration of an archaeological site for eligibility for the Virginia Landmarks Register and the National Register of Historic Places. The PIF is **not** the same as a nomination to the Registers, but is a means for evaluating the **eligibility** of a property for listing. The PIF is evaluated by Department of Historic Resources (DHR) staff and the State Review Board and their recommendations regarding the property's eligibility will be provided to the property owner in writing.

Before Preparing a PIF

The Archaeological Data Manager, Jolene.Smith@dhr.virginia.gov, can determine if previous survey material for the site is on file at DHR and if the site has been previously evaluated by DHR. You are welcome to use this information in preparing your PIF. As part of the PIF process, the site must be added to DHR's inventory database, VCRIS (the Virginia Cultural Resources Information System).

- If you have a subscription to DHR's online database, VCRIS (Virginia Cultural Resource Information System), please also check the electronic record for relevant information.

Archaeologists at one of DHR's three Regional offices are available to answer questions you may have as you begin preparing your PIF. Location and contact information for each Regional office is at http://dhr.virginia.gov/regional_offices/regional_offices.htm. (You also are welcome to ask DHR's Archaeological Data Manager for the contact information.)

Preparing a PIF

A PIF consists of three equally important parts:

1. **Form:** Complete the attached form to the best of your ability, using your own research about the site to be evaluated as well as all available reports of professional investigations of the site and any information that DHR has provided. Remember that DHR's Regional staff also are available to assist you. The form may be completed using Microsoft Word software, typed, or hand-written. If using MS Word, the PIF can be submitted via CD, email, ftp, or other file sharing means.

Your PIF will not be evaluated if it is missing any of the following information:

- Property owner's signature
- Contact information for the person submitting the form (if different from the property owner)
- Contact information for the City Manager or County Administrator (and Town Manager, if applicable) where the site is located

2. **Photos:** Provide color photographs showing the site's current condition as well as photos taken during field investigations of important features, test units, or other components, and the site's general setting. Submit photo prints on 4" x 6" glossy photo paper and digital images on CD or other file sharing means approved by DHR's Regional staff.
3. **Maps:** A minimum of two maps must accompany your PIF:
 - **Location map:** This map shows the exact location of the archaeological site. The map can be created using Google Maps, Google Earth, Bing, or other mapping websites. Maps may also be generated free-of-charge using DHR's [public V-CRIS MapViewer tool](#). Sections of USGS Quadrangle maps also can be printed and hand-labeled to mark the site's boundaries or location.
 - If you have a subscription to DHR's online database, VCRIS (Virginia Cultural Resource Information System), you can create a location map using its mapping tools (click on the "Data Viewer" tab to access maps).
 - **Sketch map:** This map shows the site boundaries in relationship to other features that are important in conveying the location of the site. Please include the name of the site, the state site number, a "North" arrow, date, and "Not to Scale" (if appropriate). The sketch map can be drawn by hand, or an annotated aerial view, tax parcel map or survey map may be used.

Submitting a PIF

Once you have completed the PIF, submit it to the appropriate Regional office. The Regional staff member will inform you when DHR staff will review your PIF and answer any questions you may have about the evaluation process.

Note: All submitted materials become the property of DHR and will be retained in our permanent Archive. In addition, materials may be posted on DHR's public website for a period of time during the evaluation process (although sensitive materials, such as location information will be redacted).



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DHR No. (to be completed by DHR staff) _____

Purpose of Evaluation

Please use the following space to explain briefly why you are seeking an evaluation of this property.

Are you interested in receiving more information about DHR's easement program?

Yes _____ No _____

1. General Property Information

Site name: _____

Site address: _____

City or Town: _____

Zip code: _____

Independent City or County (and Town, if applicable) where the site is located:

USGS Quad(s) _____

Location Coordinates:

Datum if other than WGS84: _____

For sites of 1 acre or less, enter a single set of coordinates for the approximate center of the site

For sites larger than 1 acre, enter coordinates for each edge of the site's boundaries (north, east, south, west)

- | | |
|-------------|------------|
| • Latitude: | Longitude: |
| • Latitude: | Longitude: |
| • Latitude: | Longitude: |
| • Latitude: | Longitude: |

A Phase I report prepared by a professional archaeologist may be appended to this PIF in lieu of completing sections 2, 3, and 4 below.

Sections 5 and 6 of the form must still be completed.



2. Physical Aspects

Acreage: _____

Approximate Dimensions: _____

Setting (choose only one of the following):

Urban _____ Suburban _____ Town _____ Village _____ Hamlet _____ Rural _____

Briefly describe the site's environmental setting, including any notable landscape features:

Briefly describe the current use of the site (i.e., agricultural, industrial, residential, recreational, etc.):

Are there any known threats to the site? (For sites being evaluated for the Threatened Sites Fund, discuss types of threats facing the resource, the severity of such threats, and if threats are immediate or long-term in nature.)

3. Archaeological Description:

Site Date(s) _____ Circa _____ Pre- _____ Post- _____

Discuss the site's archaeological deposits and their level of integrity:



Discuss prior investigations at the site as well as prior historical documentation for the site, citing all available references.

4. Archaeological Statement of Significance

Discuss historical and archaeological reasons that the site is likely to be significant. Briefly note any significant events, personages, and / or families associated with the site. Provide a research design and detail what research issues could be effectively addressed with the archaeological remains preserved at this site.



Sections 5 and 6 of the form must be completed in order for the PIF to be evaluated.

5. Property Ownership (Check as many categories as apply):

Private: _____ Public – Local _____ Public – State _____ Public – Federal _____

Current Legal Owner(s) of the Site (If the site has more than one owner, please list each below or on an additional sheet.)

name/title: _____

organization: _____

street & number: _____

city or town: _____ state: _____ zip code: _____

e-mail: _____ telephone: _____

Legal Owner's Signature: _____

Date: _____

• • Signature required for processing all applications. • •

In the event of corporate ownership you must provide the name and title of the appropriate contact person.

Contact person: _____

Daytime Telephone: _____

Applicant Information (Individual completing form if other than legal owner of site)

name/title: _____

organization: _____

street & number: _____

city or town: _____ state: _____ zip code: _____

e-mail: _____ telephone: _____

6. Notification

In some circumstances, it may be necessary for DHR to confer with or notify local officials of proposed listings of properties within their jurisdiction. In the following space, please provide the contact information for the local County Administrator or City Manager.

name/title: _____

locality: _____

street & number: _____

city or town: _____ state: _____ zip code: _____

telephone: _____

*Thank you for taking the time to submit this Preliminary Information Form.
Your interest in Virginia's historic resources is helping to provide better stewardship
of our cultural past.*